

Job Description

Bilingual Clinic Assistant

Deadline to Apply: October 29,2007

Under general supervision, performs county health department administrative duties in a clinical setting of average difficulty, proficient bilingual skills (English & Spanish) and performs related work as required.

Examples of Duties and Responsibilities:

1. Provides basic administrative support to clinic providers.
2. Performs clerical and related duties: maintains accurate, complete and accessible patient records; files and locates medical records; operates basic office machinery (e.g., telephone, adding machine, copier, fax and computer); locates patient information in computer or medical record; records information in computer or medical record; sets up appointments.
3. Maintains an adequate, current & secure inventory of supplies; compares inconsistencies between inventory record & physical count; completes order forms; compares supplies received to supplies ordered; maintains & updates inventory system; places supplies in appropriate locations; reports discrepancies in the inventory.
4. Processes & maintains medical & administrative records & reports; follows policy & procedures to ensure confidentiality of patient information.
5. Provide assistance in a specific program area such as Immunization, STD, HIV, Tuberculosis or other health department program as assigned.
6. May provide interpreter services for clinic and/or home visiting services as needed.

Minimum Qualifications

Education & Experience: Education equivalent to graduation from a standard high school & experience equivalent to one year in a clinic setting.

Necessary Special Qualifications: The ability to communicate fluently verbally and in writing in English and Spanish is required. A valid motor vehicle operator license may be required.